

## GENERAL SERVICES ADMINISTRATION



Washington 25, D. C.

SEP 8 1959

Honorable Allen W. Dulles  
Director  
Central Intelligence Agency  
Washington 25, D. C.

Dear Mr. Dulles:

Several years ago the Second Hoover Commission, in the interest of long-range economy, recommended the adoption of a standard Government correspondence manual. The Commission found that there was a wide diversity of standards in 55 existing manuals and considerable variation in their costs. It estimated that the total cost of developing and printing all the manuals was in excess of \$500,000.

The Commission recommended the development of a standard manual not only to reduce costs but also to provide a uniform correspondence style for the Government. Among other expected benefits were a reduction in training time for Government stenographers and typists, especially those transferring between agencies, and a satisfactory correspondence manual which new agencies could adopt without investing time and money to develop their own.

This project was assigned to the National Archives and Records Service of the General Services Administration, which has had the guidance of an Advisory Board drawn from the major departments and agencies. Twenty-one participating agencies appointed expert correspondence technicians on a Working Committee to do the actual drafting of the manual.

The Working Committee, after a year and a half of study, has compiled a draft manual, a copy of which is enclosed. The Committee believes that this manual incorporates the best and most widely used correspondence practices. Most agencies, in the opinion of the Committee, could standardize on these practices with relatively minor changes in their existing practices. In fact, several agencies have already adopted all or parts of this manual, or are preparing to do so. The manual would be loose-leaf, so necessary variations could be readily inserted.

The Advisory Board has reviewed the draft manual and has recommended that it be submitted to all Government agencies for consideration,

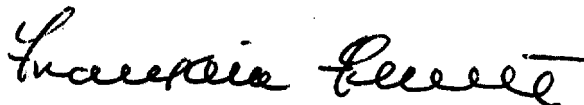
on file GSA release instructions apply

comment, and possible adoption. Accordingly, the enclosed manual is sent to your agency for review and for testing in actual use if you so desire. A limited number of additional copies of the manual may be obtained by calling the National Archives and Records Service, Code 181, extension 6426.

When your agency has reviewed or tested the manual, we should like to have the answers to the questions on the attached page. After receiving your comments, and assuming that a sufficient number of agencies plan to use the manual, we shall go ahead with its revision and publication. We shall notify your agency in ample time to order copies of the initial printing of the manual.

A reply by November 2 will be appreciated.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Franklin Floete".

FRANKLIN FLOETE  
Administrator

Enclosures - 2